



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PLANNING AND RESEARCH ADVISOR

Job Number: 20001544

Job Code: 80470V150816

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Researches, analyzes, evaluates and presents findings to management. Analyzes their policy implications and economic effects; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience in economics, journalism, public administration, business administration, planning, environmental protection and/or regulation, law, sociological or statistical research and analysis, impact research and analysis or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in any of the above areas will substitute for two years of the required experience.

Substitute EXPERIENCE for EDUCATION:

Experience in research, analysis of data, planning or a related field will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Establishes an evaluation procedure to review, analyze and evaluate current programs for their effectiveness. Recommends program modifications and improvements to agency management. Prepares applications for federal assistance. Researches, analyzes, evaluates and presents findings to management on specific energy-related, agriculture and/or governmental issues. Analyzes the policy implications and recommends changes as needed. Provides technical and general information to the executive staff, legislative officials, government officials, public groups, members of the academic community and/or other interested organizations and parties concerning energy-related, agriculture and/or government topics. Reviews reports and plans developed by the various-planning related divisions for final approval and adoption. Reviews (for approval) all project and program authorizations. Assists in formulating policy and procedures for the department. Monitors and provides input to the development of relevant federal and/or state legislation or regulations. Prepares draft legislation for the department on specific programs. Drafts reports and other technical and administrative documents for the purpose of defending proposed programs and supporting and explaining existing programs. Attends meetings, conferences and seminars.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.